

CERTIFICATE OF ZONING USE APPLICATION
DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT/ZONING ADMINISTRATION
P. O. BOX 7447, FREDERICKSBURG, VA 22404
(540) 372-1179

Date of Application _____

Zoning Certificate # CZU-_____

BUILDING INSPECTION REQUIRED

A change in the use of building/property requires that the applicant obtain a Change of Use Inspection from the Building & Development Services/Building Official's Office (540)372-1080. The Certificate of Zoning does not take the place of any other permits or licenses required by the City Code or other applicable regulations. Violation of any of the provisions of this Certificate will result in its revocation.

IMPORTANT NOTICE: _____ ◀ If checked, the applicant **IS REQUIRED** to contact the Building and Development Services Department before occupying the business (540)372-1080.

APPLICANT AND PROPOSED USE INFORMATION

Proposed Use _____ Proposed Opening Date _____

Name of Business _____ Telephone _____

If Restaurant Use, Proposed Number of Seats _____

Street Address of Proposed Business: _____ Telephone _____

Name and Address of Applicant (Please Print) _____

_____ Telephone _____

Property Zoning _____ Area (in square feet) of building you will occupy _____

Previous Use of Property _____

Applicant Signature _____ **DATE** _____

Property Owner or Authorized Agent (Please Print & Sign Name) _____ **DATE** _____

SIGNS

Does proposed use involve signs to be erected, re-lettered or replaced? _____ YES _____ NO
(If yes, a sign permit must be obtained from the Department of Building & Development Services. Additionally, if the business is located within the Historic District, approval must first be obtained from the City's Architectural Review Board - Call 540/372-1179 for information).

CITY BUSINESS LICENSE REQUIRED

Before conducting a business within the City of Fredericksburg, one must first obtain the required Business License from the Commissioner of Revenue's office (540) 372-1004.

ACTION ON CERTIFICATE OF ZONING USE APPLICATION

Zoning Use Category/Code Section Approved Under _____

Certificate of Zoning Issued: _____

Certificate of Zoning Issued on a Temporary Basis and will expire _____

Certificate of Zoning Denied: _____

Date

City Reviewing Agent/Zoning Officer

Copy to: ☐ Building & Development Services
☐ Commissioner of the Revenue

☐ Fire Marshal
☐ Tourism/Economic Development

☐ Police (Lisa Hudson)

**PERMITS REQUIRED
FREDERICKSBURG, VIRGINIA**

CERTIFICATE OF ZONING/USE REQUIRED

Before occupying any new building, or changing uses or businesses in a building, all businesses or individuals must first obtain a Certificate of Zoning/Use from the Zoning Officer, City Hall, Room 209. This approval is required to verify that the proposed uses or business is a permitted use within the zoning district.

In addition, before occupying the building the applicant must ensure an Occupancy Permit for the proposed use is on file in the City Building & Development Services Department. The Building Official can help to determine what building improvements are required for the intended use of the building.

BUILDING PERMITS REQUIRED

Anyone who wishes to build a new building or structure, to make additions, alterations, or to change the use of an existing building must first obtain a Building Permit from the Department of Building & Development Services, City Hall Room L6, Lower Level. All work proposed within the Historic District requires a Certificate of Appropriateness from the Architectural Board before a permit will be issued.

Anyone with questions concerning the Building Permit process, whether or not a building permit would be required, information about permit fees, and applicable Building Code regulations may discuss these matters with the Building Official or Building & Development Services Director by calling (540)372-1080.

SIGN PERMIT REQUIRED

A Sign Permit is required for all signs erected or placed on property or buildings in the City. Sign Permit Applications are available in the Building & Development Services Department, City Hall, Room L6, Lower Level. All signs proposed within the Historic District require a Certificate of Appropriateness from the Architectural Review Board before a sign permit will be issued.

BUSINESS LICENSE REQUIRED

A Business License is required for anyone wishing to operate a business within the City. Business License Applications may be obtained in the Commissioner of the Revenue's office, Room 102, City Hall, (540) 372-1004. A Certificate of Zoning/Use approval must be obtained before a business license will be issued.

FOR INFORMATION

Planning & Community Development, Raymond P. Ocel, Director, City Hall, Room 209, 372-1179
Architectural Review Board, Erik F. Nelson, Senior Planner, City Hall, Room 209, 372-1179
Lois Jacob, Commissioner of the Revenue, City Hall, Room 102, 372-1004
Building & Development Services, Mike Naggs, Director, City Hall, Room L6, 372-1080